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WAR DEPARTMENT PAMPHLET NO. 21-29

TRAVELING

WHAT YOU SHOULD KNOW BEFORE YOU GO

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WAR DEPARTMENT

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TRAVELING

This pamphlet supersedes "Traveling? What You Should Know Before You Go," revised 1 May 1944, and all previous editions.

1. GENERAL.

a. A copy of this pamphlet will be provided each individual (other than those referred to in *c* below) at the time he is furnished orders directing travel to an oversea destination.

b. For convenience, the table of contents has been arranged in the form of a check list with space provided for checking various items which apply to the needs of the individual traveler.

c. Instructions relative to individuals proceeding abroad as replacements, fillers, or rotational personnel are contained in War Department Pamphlet 29–2, Subject "POR (Preparation For Overseas Movement Of Individual Replacements)."

d. The information contained herein is applicable to all military and

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civilian personnel, regardless of station, and will be of benefit to them when preparing to travel within the continental limits of the United States or to an oversea destination.

2. OBJECTIVES

The purpose of this pamphlet is to set forth in a single publication pertinent facts which will guide all concerned in their preparation for oversea duty.

3. DEFINITIONS

a. An *individual*, for the purpose of this guide, is any person, military or civilian, who is placed under orders directing travel to an oversea destination.

b. A *replacement*, for the purposes of this guide, is any officer or enlisted individual designated by a shipment number or by name (other than a member of a unit) who is ordered to a personnel replacement depot and or to a port of embarkation for shipment overseas to replace losses, to fill shortages in authorized strength, or to replace returning personnel, when directed to be prepared under the provisions of "POR."

c. *Home station* is the last station from which an individual is transferred direct to a port of embarkation.

d. Port of embarkation applies equally to ports of embarkation (water) or ports of aerial embarkation.

e. The United States means the 48 States and the District of Columbia.

f. Government quarters means any sleeping accommodations owned or leased by the government, including dormitories or similar facilities operated by cost-plus-a-fixed-fee contractors, regardless of whether a service charge is paid by the traveler. *Government quarters* does not include sleeping accommodations on aircraft in flight, trains, or busses.

g. An officer is *traveling with troops* when he is traveling as a member of, or on duty with, any body of troops which is subsisted enroute from a kitchen car, rolling kitchen, field range, or other comparable facilities for preparing complete cooked meals.

4. SECURITY

a. Commissioned personnel. (1) Individuals should read the provisions of section VIII, AR 380–5.

(2) Individuals, while en route from home station to port of embarkation, will not communicate by telephone, mail, radio, or telegraph with anyone or notify anyone of the time of arrival. This restriction prohibits

all communications, oral or written, except communications with authorized persons in connection with the travel prescribed.

(3) Individuals ordered to a port of embarkation will be informed of current censorship regulations prior to movement to the port.

(4) Movement orders of personnel to the port of embarkation will contain specific instructions giving the APO number and postmaster.

(5) No automobiles, dependents, relatives, friends, or pets will accompany individuals ordered to a port of embarkation for oversea service.

(6) Individuals may take cameras within the limits of the pier or overseas subject to the restrictions imposed by the commander of the port, ship, theater, or other area concerned.

b. Enlisted personnel. See instructions in *a* above.

c. Civilian personnel. See instructions in *a* (2) to (6) inclusive, above.

5. WARNING TO MILITARY PERSONNEL

a. Commissioned personnel. (1) Attention is called to the last clause of Article of War 28, which reads as follows:

"Any person subject to military law who quits his organization or place of duty with the intent to avoid hazardous duty or to shirk important service shall be deemed a deserter."

(2) When military personnel are under oversea movement orders, all subsequent preparatory steps, including checking and packing of equipment, preparation of records, and physical inspections, have, as an ultimate aim, embarkation for oversea duty, which is important service within the terms of the 28th Article of War, and any person absenting himself without leave for the purpose of avoiding such shipment overseas is guilty of desertion in time of war, the penalty for which is death or such other punishment as a court martial might direct.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. Not affected by *a* above.

6. RADIOS

a. Commissioned personnel. Radios may not be used aboard ships or airplanes.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. See *a* above.

7. AMMUNITION

a. Commissioned personnel. Ammunition will not be carried on board ship or plane unless orders so specify.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. See *a* above.

8. ELECTRIC RAZORS

a. Commissioned personnel. Electric razors may not be used aboard ships or airplanes.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. See *a* above.

9. PETS

a. Commissioned personnel. Pets will not be taken overseas.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. See *a* above.

10. IDENTIFICATION

a. Commissioned personnel. Officers moving to an oversea destination will have in their possession at all times the new laminated identification card, WD AGO Form 65, showing photograph, fingerprints, signature, grade at time of movement, Army serial number, and description, with exception of members of the Chaplain Corps, Medical Corps, Medical Administrative Corps, Dental Corps, Sanitary Corps, Army Nurse

Corps, Pharmacy Corps, and any and all other military personnel charged with the removal, transportation, and treatment of the wounded or sick or with the administration of sanitary functions or establishments, who will have WD AGO Form 65–10 instead.

b. Enlisted personnel. Enlisted men moving to an oversea destination will have in their possession WD AGO identification cards only when so ordered by proper authority.

c. Civilian personnel. Civilian personnel moving to an oversea destination will have in their possession at all times the WD AGO identification cards issued to them.

(1) Noncombatant civilian personnel without protected status, actually accompanying or serving with the Armed Forces of the United States, will be issued WD AGO Form 65–8. They will also be issued WD AGO Form 65–11 (when published).

(2) Noncombatant civilian personnel with protected status, as defined in Articles 9, 10, and 11, G. W. S., actually accompanying or serving with the Armed Forces of the United States, will be issued WD AGO Form 65–10. They will also be issued WD AGO Form 65–11.

(3) Civilian personnel not actually accompanying or serving with the

Armed Forces of the United States will be issued WD AGO Form 65–11. They will not be issued either WD AGO 65–8 or 65–10.

REFERENCE: War Department Circular 343, 1943, as amended by section I, War Department Circular 113, 1944; War Department Circular 82, 1944; War Department Circular 48, 1945; and War Department Circular 68, 1945.

11. IDENTIFICATION TAGS

a. Commissioned personnel. All individuals must have two metal identification tags. These tags must be worn suspended around the neck at all times and must contain the following information:

Full name and serial number.

Date of completion of tetanus immunization and date of first immunity stimulating injection.

Blood type.

Religion (optional).

b. Enlisted personnel. See *a* above.

c. Civilian personnel. As prescribed in current War Department directives. See War Department Memorandum No. 620–45, 1 March 1945.

12. IMMUNIZATIONS

a. Commissioned personnel. Immunization will be accomplished as required by pertinent regulations.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. See *a* above.

REFERENCE: AR 40–210; TB MED 114; Section VI, War Department Circular 187, 1944.

13. IMMUNIZATION REGISTER

(WD AGO Form 8–117 (old WD MD Form 81))

a. Commissioned personnel. This is a required record of vaccinations and inoculations. Failure to have this form may mean that inoculation and vaccination will be given a second time.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. See *a* above.

14. PHYSICAL EXAMINATION

a. Commissioned personnel. (1) Prior to the departure of individuals from their home stations, all necessary physical examinations will be accomplished.

(2) All personnel will be physically inspected as prescribed in paragraph 11, AR 40–100, paragraph 5, AR 615–250.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. See *a* above.

REFERENCE: TB MED 114.

15. GLASSES

a. Commissioned personnel. (1) Every effort will be made to provide individuals requiring spectacles with two serviceable pairs to be carried on their person. However, the lack of a second pair of spectacles will not be sufficient cause to prevent an individual from going overseas.

(2) WD Pamphlet 8–5, refers to the procurement and issuance of the Eyeglass, Gas Mask, M–1. Although this directive states that the lack of the Eyeglass, Gas Mask, M–1 will not be sufficient to prevent the movement of an individual overseas, every effort will be made to have such eyeglasses issued prior to oversea movement.

(3) Data concerning the issuance of spectacles and Eyeglass, Gas Mask, M–1, and the prescription therefore, will be entered on the Immunization Register (WD AGO Form 8–117 (old WD MD Form 81)).

b. Enlisted personnel. (1) See *a*(1) above.

(2) See *a*(2) above.

(3) Data concerning the issuance of spectacles and Eyeglass, Gas Mask, M–1, and the prescription therefore, will be entered in the service records under "Remarks—Administrative."

c. Civilian personnel. The provisions of *a* and *b* above do not apply. It is recommended, however, that civilians carry with them one extra pair of eyeglasses for emergency use, as well as a prescription covering same.

16. TEETH

a. Commissioned personnel. (1) All dental treatment necessary from a health and functional standpoint will be provided military personnel prior to their departure for a port of embarkation.

(2) The date of insertion of artificial dentures will be recorded in the service record of enlisted men under "Remarks—Administrative," and will be recorded on the original Immunization Register (WD AGO Form 8–117 (old WD MD Form 81)), of all military personnel.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. Civilians ordered to foreign duty should give

particular attention to the condition of their teeth and have all necessary dental work completed before leaving the continental United States.

17. BLOOD TYPE

a. Commissioned personnel. Blood type must be determined and shown on Immunization Register (WD AGO Form 8–117 (old WD MD Form 81)), as well as on identification tags.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. Subparagraph *a* above applies when identification tags are required for civilians.

18. INDIVIDUAL CLOTHING AND EQUIPMENT

a. Commissioned personnel. (1) The following tables have been prepared for the sole purpose of giving personnel ordered to foreign duty a general idea of the type and quantity of clothing and equipment needed for oversea duty. The items shown are not to be considered as minimum or maximum requirements.

(2) In procuring the various items of clothing and equipment each officer must be guided by his individual, personal habits and desires, the climate of his oversea destination, the possibility of purchasing like

articles on foreign soil, weight limitations on transportation of baggage, and other like considerations. To illustrate: The summer uniform is not authorized for the British Isles. Officers assigned to tropical countries would have no need for winter clothing. In countries having both a winter and summer climate both types of clothing should be taken.

(3) Purchases of individual clothing and equipment can usually be made at ports of embarkation. Stocks of Government issue clothing are available for sale at most foreign installations. Sufficient clothing should be taken from the United States, however, to provide for a period of at least 3 months.

(4) Mess gear will be used in transit. Same should be packed in hand luggage which will be in possession of traveler all of the time.

(5) Clothing and equipment of personnel transferred to a port of embarkation will be serviceable for operation in a combat zone.

(6) Clothing and individual equipment as prescribed in movement orders will be procured prior to departure for a port of embarkation.

(7) Certain necessary special clothing and equipment as directed in orders will be issued at the port of embarkation.

(8) Tables.

	On person	In hand baggage	In foot locker, etc.	Total
I. Equipment, Issued				
Bag:				
Duffel			1	1
Musette	1			1
Sleeping, complete			1	1
Bar, insect			1	1
Canteen, cup and cover		1		1
Case, dispatch	1			1
Gloves, mosquito			1	1
Headnet, mosquito			1	1
Helmet, M–1, complete	1			1
Mask, gas	1			1
Meat can, knife, fork and spoon		1		1
Overshoes, arctic			1	1
Pouch, first aid packet	1			1
Roll, bedding complete			1	1
Tag, identification, complete	1			1
Tent, shelter half, poles and pins			1	1
When specified in orders				
Ammunition, pistol	21			21
Belt, web	1			1
Compass	1			1
Magazines, pistol, filled	3			3
Pistol, .45	1			1
Wash basin, canvas				
II. Clothing and Equipment				
Purchase, if desired				
Bathrobe, cotton		1		1
Belt, web, waist	1		1	2

	On person	In hand baggage	In foot locker, etc.	Total
II. Clothing and equipment—Continued				
Purchase, if desired—Continued				
Books:				
Pocket memorandum	1			1
Professional, etc			x	x
Brush:				
Clothes		1		1
Hair		1		1
Shaving		1		1
Shoe		1		1
Tooth		1	2	3
Cap:				
Service	1			1
Garrison (overseas), woolen			1	1
Garrison (overseas), cotton			1	1
Cleaning materials (noninflammable)			x	x
Coat, wool	1			1
Comb, hair		1		1
Flashlight, 2-cell comp. w/ex. Bat. & Blb			1	1
Glasses, sun, polaroid	1			1
Gloves:				
Wool			1	1
Leather			1	1
Handkerchiefs	2	4	6	12
Insignia, sets	1	1	1	3
Jacket, field			1	1
Knife, pocket	1			1
Laces, shoe	2	2	2	6
Leggings, canvas			1	1
Lighter, nonfluid type	1			1
Locker, trunk			1	1
Mirror, metal		1		1
Muffler, wool			1	1

	On person	In hand baggage	In foot locker, etc.	Total
II. Clothing and Equipment—Continued				
Purchase, if desired—Continued				
Necktie, khaki	1	1	1	3
Overcoat or trench coat w/removable lining	1			1
Overshoes			1	1
Pajamas		1	1	2
Paste, tooth, 6-month supply		x	x	x
Pencil, automatic w/extra leads	1			1
Pen, fountain	1			1
Pillow			1	1
Pillowcase			2	2
Raincoat		1		1
Razor, safety	1			1
Razor blades	5	10	85	100
Repair kit (housewife)		1		1
Shirt:				
Cotton	1	5	6	12
Woolen		1	2	3
Shoes:				
Low, tan	1			1
High, tan		1	1	2
Slippers		1		1
Soap:				
Toilet, 6-month supply		x	x	x
Shaving, 6-month supply		x	x	x
Salt water	1			1
Socks:				
Cotton	1	2	9	12
Woolen		3	3	6
Suitcase or zipper bag	1			1
Toilet preparations, 6-month supply		x	x	x

	On person	In hand baggage	In foot locker, etc.	Total
II. Clothing and Equipment—Continued				
Purchase, if desired—Continued				
Towel:				
Bath		2	4	6
Face		2	4	6
Trousers:				
Woolen	1	1	1	3
Cotton		2	2	4
Underwear:				
Cotton, set	1	2	6	9
Woolen, set		1	2	1
Whistle	1			3

b. Enlisted personnel. Before departure for a port of embarkation they will be furnished with clothing and individual equipment as prescribed by orders directing movement to an oversea destination. Enlisted individuals are authorized to carry not to exceed 7 pounds of personal effects in addition to authorized equipment.

c. Civilian personnel. Clothing and equipment of civilian personnel going to an oversea destination and required to be in uniform should, in general, follow the tables set up for commissioned personnel. When

uniform is not required civilian clothing and equipment should parallel items of military clothing and equipment.
REFERENCE: T/E 21, and Section I, War Department Circular 399, 1944.

19. BAGGAGE

a. Commissioned personnel. (1) Baggage of each officer, warrant officer, flight officer, Army nurse, dietician, and physical therapy aide will be limited to the following, not to exceed 175 pounds (an additional 55 pounds of flying clothing and equipment is authorized in case of rated flying personnel traveling by water):

One trunk locker when authorized, or duffel bag if trunk locker is not authorized.

One bedding roll, when authorized (not over 50 pounds).

One piece of hand baggage or, for personnel on flying status, one B–4 bag (not over 40 pounds).

One field or musette bag.

One A–3 bag for flying equipment (for personnel on flying status traveling by water).

(2) General officers will be allowed an additional trunk locker or a wardrobe trunk.

(3) When traveling by water officers will have only a piece of hand baggage and field or musette bag in their stateroom. As a general rule bedding rolls, trunk lockers, and/or duffel bags will not be accessible during the voyage.

(4) Officers traveling by air will not have access to their hand baggage. As a usual thing, it will be locked in the baggage compartment of the plane.

(5) In addition to items authorized in (3) above, Chaplains will be permitted to carry with them in their staterooms a Mass or Communion Set.

(6) Baggage not carried will be shipped so as to arrive at the port of embarkation on or before the date of arrival of the individual.

(7) All individuals will pack or carry their clothing and equipment so that articles considered necessary during the air or water voyage and immediately thereafter will be readily available.

b. Enlisted personnel. (1) Enlisted personnel will be limited to individual equipment and one duffel bag. The duffel bag must travel in the hands of the owner. One barrack bag per individual, to serve as a

laundry bag, is authorized and during movement will be carried within the duffel bag. (Personnel on flying status are authorized, in addition to the above, one A–3 bag not to exceed 55 pounds in weight. This bag will not be accessible during the voyage.)

(2) Each individual will carry aboard on the person, in the pack, and/or in duffel bag, among other required items, sufficient clothing to preclude hardship or improper appearance in case a shipment is delayed. This should include as minimum requirement the following:

One overcoat (or mackinaw).
One coat (when winter clothing is prescribed).
One raincoat.
One cap, garrison.
One necktie.
Complete change of other clothing, including shoes.

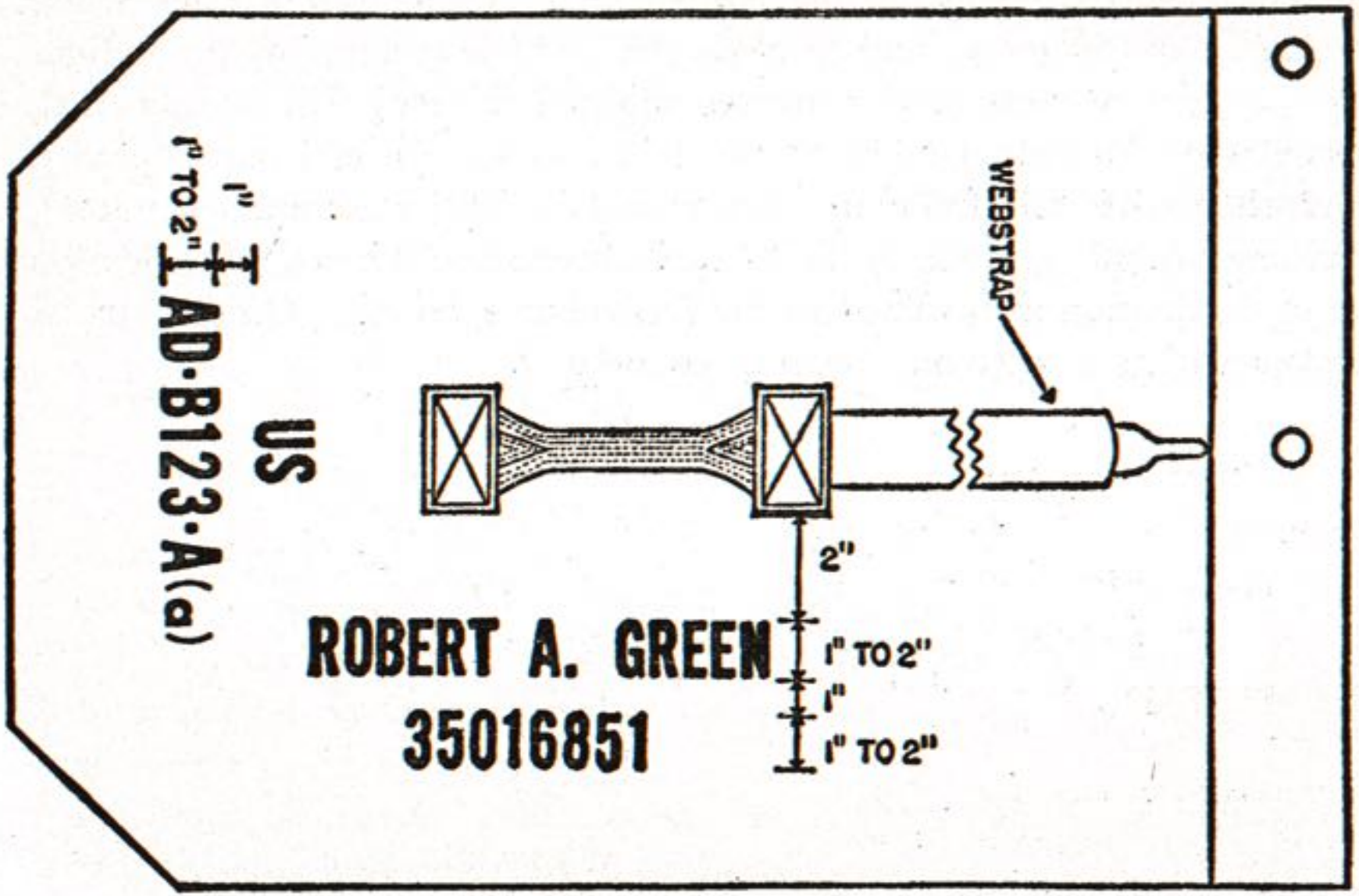
(3) All individuals will pack or carry their clothing and equipment so that articles considered necessary during the voyage and immediatley thereafter will be readily available.

c. Civilian personnel. Information listed above under commissioned personnel will apply generally to civilians.

20. MARKING OF PERSONAL BAGGAGE

a. Commissioned personnel. (1) All personal baggage (flying bags, trunk lockers, hand baggage, and bedding rolls, which accompany individuals to the port of embarkation or are shipped thereto) will be stenciled, using white (on blue) or black (on white or khaki) lead paste (paint), with the individual's full name (first name, middle initial, and last name), full serial number, grade in the case of officers, and the proper indication as to destination as specified in the individual's orders. Officers' trunk lockers will be marked on at least three surfaces.

(2) Duffel bags will be marked as shown in the diagram below:



(3) The address to which baggage is to be shipped should be specified in the orders covering movement.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. See *a* above.

21. COPIES OF ORDERS

a. Commissioned personnel. (1) Officers ordered to a change of station within the continental limits of the United States should have at least ten copies of their orders, one of which should be kept on file by the officer himself for the purpose of making true copies when necessary.

(2) Officers ordered to foreign duty under restricted orders should have at least 15 copies of their orders, one of which should be kept on file by the officer himself for the purpose of making true copies when necessary.

(3) Officers ordered to foreign duty under secret or confidential orders should have 4 copies of their orders and at least 15 extract copies of the orders.

b. Enlisted personnel. Enlisted men ordered to a change of station within the continental limits of the United States or to foreign duty will be furnished sufficient copies of orders to cover all contingencies. How-

ever, individuals should always keep one copy of the orders in their possession at all times to meet any situation that might arise.

c. Civilian personnel. See *b* above.

REFERENCE: AR 380–5; section V, War Department Circular 41, 1945.

22. TRANSPORTATION REQUESTS

a. Commissioned personnel. Transportation officers are available at all War Department installations for the issuance of transportation requests to cover official travel. The use of Government transportation requests will result in a saving of from 5 to 53 percent over the cost of a ticket purchased for cash, depending upon the section of the country through which travel is performed. Before traveling see a transportation officer. Obtain transportation requests. Do not pay cash.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. Transportation requests should be used when practicable to obtain all official transportation where the amount involved is $1 or more, but should not be issued to companies other than transportation lines commonly recognized as such. Transportation requests must not be used for personal travel.

23. PULLMAN RESERVATIONS

a. Commissioned personnel. Army reservation bureaus are located in the principal cities of the United States for the purpose of procuring Pullman accommodations for the traveler. Reservation requests for Army reservation bureau space should be made, whenever possible, through local transportation offices at posts, camps, stations, or bases, and War Department installations or in person to Army reservation bureaus or branches thereof. Application for reservations by authorized personnel directed to an Army reservation bureau or branch office thereof by telephone, telegram, teletype, radio, or letter should not be made except in emergencies or when there are no transportation offices locally available for processing the reservation requests.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. See *a* above.

REFERENCE: Operating procedure for ARB 15 October 1944, and section I, War Department Circular 396, 1944.

24. AIR PRIORITIES

a. Commissioned personnel. Commanding officers of units of the Armed Forces who are authorized to issue travel orders after evaluating the

urgency of the mission, and when same conforms to regulations, may issue official military orders specifically *directing* (travel is directed by commercial aircraft) the use of commercial aircraft. The personnel governed by such orders upon surrendering to the domestic civil air carrier a copy of such orders or an extract thereof, will receive a class three priority.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. See *a* above.

REFERENCE: Priorities and Traffic Manual #75–1, 15 October 1944.

25. PASSPORTS

a. Commissioned personnel. (1) *When required.* Individuals traveling to neutral countries or through neutral countries to their destination are required to have passports. Individuals traveling to an oversea theater of operations by water under a shipment number are not required to have passports. Individuals traveling to Australia, Brazil, Canada, New Zealand, Egypt, France and its possessions, Great Britain and its possessions, and Union of South Africa are not required to have passports.

(2) *Applications.* An application for a passport must be executed before a Clerk of a Federal Court or a State Court, authorized by law to naturalize aliens, or before an agent of the Department of State. *An*

application executed before any other official will not be acceptable. Passport agencies of the Department of State are located in Washington, D. C. (Winder Building); New York (Sub-Treasury Building, also at Rockefeller Center, International Building); Miami (Post Office Building); and San Francisco (100 McAllister Street). Upon application for a passport, the individual will complete the necessary forms and present the following:

(*a*) *Two identical photographs.* The photographs must be on thin, photographic paper, have a plain light background showing full front view of applicant, and must have been taken within 6 months of the date submitted. They will not be smaller than 2½ inches square nor larger than 3 inches square. Snapshot, newspaper, magazine, or full-length photographs will not be acceptable. Photographs printed on paper the back of which is glazed will not be acceptable. Individuals traveling through neutral countries by commercial air transport must submit photographs in civilian clothes. Photographs in uniform for this type of travel are not acceptable. (Air travel through neutral countries must be performed in civilian clothes.)

(*b*) *Proof of American citizenship.* Not required for native-born commissioned personnel.

(*c*) *Draft board release.* Not required for commissioned personnel.

(3) *Outside of Washington, D. C.* When applying for a passport outside of Washington, D. C., the applicant will write "ATTENTION: TRAVEL BUREAU" on the application under the heading, "I request that my passport be mailed to the following address." Upon issuance, the State Department will deliver the passport to a representative of the Travel Bureau, OCT, who will obtain the necessary visas from the foreign embassies and legations. After the necessary visas have been procured, the completed passport can be picked up at or mailed from the Travel Bureau, OCT, Room 1030, Munitions Building, Washington 25, D. C., as desired. After application has been made, the Travel Bureau, OCT, Room 1030, Munitions Building, Washington 25, D. C., will be furnished the following information:

(*a*) Name of applicant.

(*b*) Date and place application for passport was executed.

(*c*) Applicant's destination.

(*d*) Where and to whom passport is to be sent upon issuance. (It is desirable that where feasible the passport be sent to the officer directly concerned.)

(*e*) Date of expected departure from the United States.

(*f*) Mode of travel: Air or water.

(4) *Washington, D. C.* Individuals in Washington, D. C., should contact the Travel Bureau, OCT, Room 1030, Munitions Building, which office will arrange for photographs, assist applicants in preparing applications, pay the application fee, write the necessary letters to the State Department, obtain visas, and take care of other necessary details.

(5) *Valid for 30 days.* Passports are valid for use in departing from the United States for a period of 30 days after date of validation by the State Department. If bearer's departure is delayed beyond 30 days, the passport will be returned to the Travel Bureau, OCT, Room 1030, Munitions Building, Washington 25, D. C., with the request that the departure date on the passport be extended for an additional 30 days. After the departure date has been extended, the passport will be returned to the address desired.

b. Enlisted personnel. (1) *When required.* See *a* (1) above.

(2) *Applications.* See *a* (2) above.

(*a*) *Two identical photographs.* See *a* (2) (*a*) above.

(*b*) *Proof of American citizenship.* Enlisted personnel must establish their American citizenship. All documents, such as birth certificates, baptismal certificate, certified copies of records, affidavits, etc., submitted

as evidence of the American citizenship of an applicant for a passport must give the place and date of birth and bear the seal of the office and signature of the officer before whom such documents were executed or by whom they were issued. Birth and baptismal certificates, to be acceptable, must show that the birth or baptism was recorded soon after birth. A native American citizen must submit with his application for a passport a birth certificate, or, if such a certificate is not obtainable, a baptismal certificate or a certified copy of the record of baptism. If neither of these cerificates is obtainable, the applicant should submit in lieu thereof an affidavit executed by a parent, brother, sister, or other relative, preferably by an older person, or the physician who attended the birth, setting forth the date and place of birth of the applicant. If an affidavit of a relative or physician cannot be obtained, an affidavit of some other reputable person having knowledge of facts which enable him to testify as to the place and date of birth should be submitted. In the affidavit a brief statement should be made showing how and through what source knowledge of the place and date of birth was acquired. A person who claims American citizenship through birth abroad of a native or naturalized American father or mother should prove the parent's birth in the United States or naturalization as a citizen of this country

by documentary evidence. A person who claims American citizenship by naturalization must submit with his application a certificate of naturalization. A person who claims citizenship through the naturalization of a parent may submit with his application the naturalization certificate of the parent through whom he derived citizenship, or a certificate of derivative citizenship issued by the Commissioner of Immigration and Naturalization under the provisions of the naturalization laws. An applicant who holds an expired or unexpired passport issued since 2 January 1918 should submit the old passport for cancellation. Such document will be accepted as evidence of citizenship if proper documentary evidence of American nationality was submitted with the previous application. If a previous passport, issued since 2 January 1918, which has definitely expired cannot be presented for surrender or cancellation it is necessary to state briefly in the new application the disposition of the previous passport. However, if the previous passport has not definitely expired it is necessary to submit under oath a separate statement setting forth in circumstantial detail the disposition of the valid passport.

(*c*) *Draft board release.* Not required for enlisted personnel.

(3) *Outside of Washington, D. C.* See *a* (3) above.

(4) *Washington, D. C.* See *a* (4) above.

(5) *Valid for 30 days.* See *a* (5) above.

c. Civilian personnel. (1) *When required.* All civilian personnel transferred and appointed for duty outside the continental limits of the United States must have a passport.

(2) *Applications.* See *a* (2) above.

(*a*) *Two identical photographs.* See *a* (2) (*a*) above.

(*b*) *Proof of American citizenship.* See *b* (2) (*b*) above.

(*c*) *Draft board release.* Applications for passports executed by persons 30 years of age and under, who are required to register under the selective Service Act, must be accompanied by permits to depart from the United States issued by their local draft boards on Form 351. Individuals over 30 years of age are not required to submit a draft board release with their application for passport, but they must have the release in their possession before they will be allowed to depart from the port of embarkation.

(3) *Outside of Washington, D. C.* When applying for a passport outside of Washington, D. C., the applicant will write "ATTENTION: TRAVEL BUREAU" on the application under the reading, "I request that my passport be mailed to the following address." Upon issuance the State Department will deliver the passport to a representative of the Travel Bureau, OCT, who will obtain the necessary visas from the foreign

embassies and legations. After the necessary visas have been procured, the completed passport can be picked up at or mailed from the Travel Bureau, OCT, Room 1030, Munitions Building, Washington 25, D. C., as desired. After application has been made, the War Department station requested to perform the processing will furnish the Travel Bureau, OCT, Room 1030, Munitions Building, with the following information:

(*a*) Name and sex of applicant.

(*b*) Date and place application for passport was executed.

(*c*) Applicant's destination.

(*d*) Where and to whom passport is to be sent upon issuance. (It is desirable that, where feasible, the passport be sent to the officer directly concerned with the processing of the person.)

(*e*) Date of expected departure from the United States.

(*f*) Mode of travel: Air or water.

(4) *Washington, D. C.* See *a* (4) above.

(5) *Valid for 30 days.* See *a* (5) above.

(6) *Travel of females.* If the travel is for females, the War Department station requested to perform the processing will inform The Adjutant General, Operations Branch, Washington, D. C., of the following:

(*a*) Name of employee.

(*b*) That specific authority for the employment of the person has been granted by the commanding general of the theater of operations or base command. (This statement may be made in an instance where appointment or transfer is directed by the Overseas Branch, Civilian Personnel Division, Office of the Secretary of War.)

(*c*) Marital status. (See sec. II, WD Cir. 125, 1945.)

(*d*) The above information must be submitted so that The Adjutant General may request the State Department to honor the application made by the person. The State Department will not issue passports for females except upon notification and request of The Adjutant General. The Adjutant General furnishes the Travel Bureau, OCT, with a copy of this request.

(*e*) The above information is not required in the case of male civilians.

(7) *Noncitizens.* Noncitizens will complete Form I–131, United States Department of Justice Immigration and Naturalization Service in lieu of securing a passport, providing such noncitizens are permanent residents of the United States. They will secure the necessary validation from the embassy or legation of the country to which they owe allegiance in lieu of a passport issued by the State Department.

(8) Return to United States for temporary duty and/or leave.

(*a*) *Male employees.* The commanding general of the theater, command, or base at which the civilian employee is stationed will furnish the Travel Bureau, O. C. T., Room 1030, Munitions Building, Washington 25, D. C., with the following information:

1. A statement that the employee is on temporary duty and/or leave and that the employee's return to the duty station is desired.

2. Applicant's address while in the United States to which passport is to be mailed upon revalidation.

3. Draft release. See *c* (2) (*c*) above.

(*b*) *Female employees.* The commanding general of the theater, command, or base at which the civilian employee is stationed will furnish The Adjutant General, Operations Branch, Washington, D. C., with the following information:

1. A statement that the employee is on temporary duty and/or leave and that the return to her duty station is desired.

2. Employee's address in the United States to which passport is to be mailed upon revalidation.

REFERENCE: AR 600–200 and changes thereto; Passport Regulations issued by the State Department; Procedure, Transfer and Ap-

pointment of Civilian Personnel for permanent duty outside continental limits of the United States, issued by the Overseas Branch, Office of the Secretary of War.

26. FUNDS CARRIED OVERSEAS

a. Commissioned personnel. (1) Personal funds taken from the United States will be carried in—

(*a*) Cash.

(*b*) United States postal money orders.

(*c*) Treasury checks.

(*d*) Travelers' checks of the issues authorized in War Department Circular 364, 1944.

(2) Money orders, Treasury checks, travelers' checks and travelers' letters of credit will not contain any reference to an oversea geographical location. Where available, Army exchanges, finance offices, and Army post offices are the only authorized agencies for conversion to cash of United States postal money orders and United States Treasury checks. No other facilities will be used. Travelers' checks cashed overseas will show no connection with the military, either in the form in which they are made out or in the indorsement.

(3) For your own protection and for the protection of your country you should carry with you a minimum of United States currency. You should refrain from purchasing it abroad even though the rates are favorable. Foreign countries are deluged with "tainted" and counterfeit dollars—American money serving the designs of the Axis. Latin American countries limit the importation of dollar currency, and other restrictions exist in European and Asiatic countries.

(4) Persons, including the military, entering the United States from most foreign countries may bring in only $50 or its equivalent. Currency confiscated by the Customs authorities pursuant to regulations is held until such time as the Treasury Department issues a license authorizing its release, such release being given only after a thorough investigation.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. See *a* above. Civilians may also use travelers' letters of credit, subject to the restrictions in *a* above.

REFERENCE: War Department Circular 364, 1944 and U. S. Treasury Department booklet "Don't Take It With You."

27. FOREIGN EXCHANGE

a. Commissioned personnel. Since adequate facilities are available abroad for the conversion of United States currency to foreign exchange, and in order to avoid violation of secrecy on sailings, individuals receiving orders directing their transfer to destinations outside the continental United States will not obtain foreign exchange prior to embarkation. Consult the nearest Finance Officer or military attache for information relative to the conversion of American currency to the currency of the country in which you are stationed.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. See *a* above.

REFERENCE: War Department publications, POM, POR, PORC.

28. TRAVEL VOUCHERS

a. Commissioned personnel. (1) *Standard Form 1071.* This form will be used in submitting claims for travel on a mileage basis by commissioned officers and others in an equivalent status.

(2) *Standard Form 1012.* This form will be used in making claims for reimbursement of actual expenses incurred in a travel status and for per diem allowances in lieu of subsistence.

(3) *Preparation of vouchers.* Vouchers will show the dates and points between which travel was performed, all information indicated in the certificate on the voucher forms, and any other information which in any way effects a claimant's travel status or right to reimbursement. The original voucher only will be signed by the claimant. The original voucher will not be a carbon impression.

(4) *Authority for travel.* Two true copies or properly certified copies of travel orders must be submitted with each travel voucher.

(5) *Secret travel orders.* Vouchers for travel performed under secret or confidential orders are payable without a supporting travel order, providing that a proper certificate, signed by an officer of the Army, is attached to such voucher.

(6) *Transportation furnished.* Where a traveler obtains transportation by means of Government transportation request, a memorandum copy of the Government transportation request furnished by the issuing officer must be attached to the travel voucher.

(7) *Transportation not in accordance with transportation request.* If the transportation obtained is at variance with that called for on the face of the transportation request, a notation showing the actual transportation

furnished and explaining the variation will be made by the traveler on the back of the transportation request and signed by him.

(8) *Transportation not in accordance with railroad ticket.* If the transportation obtained is at variance with that called for on the face of the railroad ticket received in exchange for a Government transportation request, a notation showing the actual transportation obtained will be made on the back of the ticket and signed by the traveler. A similar notation must be placed upon the travel voucher submitted by the traveler for reimbursement.

(9) *Transportation not used.* Where a transportation request has been issued, but not used, a receipt from the Transportation Officer will be required for such unused transportation and attached to the voucher presented for payment of travel expenses.

(10) *Government transportation other than by transportation request.* Where a traveler is furnished transportation by means of a Government-owned vehicle, by water, land, or air, the claimant will state on his voucher the kind of transportation and the points between which it was used.

(11) *Travel by air; certificate of delay.* All delays at points not specifically authorized or directed in the travel orders other than for normal and reasonable delays for overnight stops, refueling, etc., will be supported

by a certificate of explanation as to the causes and duration of the delay. In cases of normal delays en route for lodging, subsistence or refueling, only a brief statement on the voucher is necessary.

(12) *Per diem accounts.* This class of vouchers will show day and hour of departure and arrival where such information is necessary for the proper determination of amount to be paid. An itemization of those expenses for which the per diem is in lieu thereof is not required. All other reimbursable items will be listed chronologically and a statement pertaining thereto will show where the expenses all incurred. Expenses will be so stated that the administrative and accounting officers may determine whether or not such expenses are proper.

(13) *Pullman receipts.* Seat or berth checks will be required to support payment in cash of sleeping car, parlor car, or stateroom fares. An affidavit or other evidence that such receipts have been lost cannot be accepted as authorizing reimbursement of such expenses.

(14) *Mode of travel.* All vouchers for reimbursement for travel will be stated to show the mode of travel, whether by commercial means or Government or privately owned conveyance.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. See *a* above.

Reference: TM 14–503.

29. TRAVEL ORDERS

a. Commissioned personnel. (1) *Travel within United States.* On and after 15 July 1944, travel within the United States of commissioned officers, flight officers, warrant officers, and others entitled to like travel allowances, will be divided into two main categories shown in (*a*) and (*b*) below:

(*a*) *Permanent change of station.* Orders directing a permanent change of station will include the words "Permanent change of station" or the abbreviation "PCS." Travel performed in connection with permanent change of station will be on a mileage basis except as noted under *1*, *2*, and *3*, below:

1. Travel by aircraft. If travel is performed by Government-owned or Government-operated aircraft, or by commercial aircraft under orders directing travel by air, the travel will be on a per diem basis. If air transportation is not available in time to comply with the orders and travel is performed by other means, a certificate to that effect will place the travel on a mileage basis.

2. Travel with troops. When travel with troops is directed, no mileage or per diem is payable.

3. Temporary duty en route. When temporary duty is directed en route from old to new permanent station, the travel order *may* prescribe per

diem in lieu of mileage for all travel and temporary duty under the order.

(*b*) *Temporary duty.* Temporary duty away from permanent station and travel in connection therewith will be on a per diem basis at the rate of $7 per day except as noted under *1*, *2*, *3*, *4*, *and 5*, below:

1. Temporary duty at one point. Per diem will cease at the end of 30 days temporary duty at any one point. Temporary duty at any one point is cumulative under the same order. It is likewise cumulative under supplemental orders issued by the original or other headquarters when travel status under original and supplemental orders remain unbroken.

2. Government quarters. For each day that Government quarters are occupied as shown in the certificate required to be filed with a per diem voucher, $2 will be deducted from the per diem payable.

3. Service schools. Per diem is authorized for the time an officer is in attendance at a service school not to exceed the duration of the course of instruction. Per diem rates applicable to the various service schools will be those authorized by the War Department and published to the interested agencies. The rates will be prescribed in orders directing attendance at service schools.

4. Travel with troops. If travel orders contain the words "Travel with troops" or the abbreviation "TT" no per diem will be paid.

5. Per diem not payable. No per diem will be paid if the travel orders state "No per diem at _____" or "No per diem while on temporary duty."

(2) *Travel outside United States.* On and after 1 October 1944 travel performed outside the United States by commissioned officers, flight officers, warrant officers, and others entitled to like travel allowances, will be divided into three main categories shown as (*a*) and (*b*) below:

(*a*) *Permanent change of station.* Orders directing a permanent change of station will include the words "Permanent change of station" or the abbreviation "PCS." Travel performed outside the United States in connection with a permanent change of station will be on a per diem basis at the rate of $7 per day except as noted in *1* and *2* below:

1. Travel on vessels. Per diem for sea travel on surface or undersea vessels is not authorized. In the event traveling officers are required to pay for meals or other necessary service furnished on such vessels, reimbursement may be claimed and paid on an actual expense basis.

2. Travel with troops. No per diem is payable if travel orders contain the words "Travel with troops" or the abbreviation "TT."

(*b*) *Temporary duty.* Orders directing temporary duty will include the words "Temporary duty" or the abbreviation "TD." Temporary duty outside the United States and travel in connection therewith will be on a per diem basis at the rate of $7 per day subject to the exceptions noted under *1*, *2*, *3*, *4*, and *5*, below:

1. Intratheater travel. Commanding generals of various theaters of operations are authorized to issue orders prescribing rates of per diem less than $7 per day but not in excess of $7, in cases where the traveling officer is permanently assigned to a headquarters or organization located within the geographical limits of the theater and the travel directed is wholly within the geographical limits of the theater in which the order is issued. If theater orders covering intratheater travel are silent, the per diem will be at the rate of $7.

2. Intertheater travel. A per diem rate of $7 per day will govern for intertheater travel.

3. Government quarters. For each day that Government quarters are occupied as shown in the certificate required to be filed with a per diem voucher, $4 will be deducted from the per diem payable.

4. Travel with troops. No per diem will be paid if a travel order contains the words "Travel with troops" or the abbreviation "TT."

5. Per diem not payable. No per diem will be paid if the travel order states "No per diem at . . . . . " or "No per diem while on temporary duty."

b. Enlisted personnel. (1) *Quarters in kind* will include Government-owned quarters, those held by the Government under lease, those obtained by contract, and sleeping car or stateroom accommodations.

(2) *Rations in kind* will include cooked or travel rations and meals obtained by contract or purchase. Rations in kind do not include meals secured through the use of meal tickets.

(3) *Government messing facilities*, as used in Executive Order 9386, refers to the furnishing of gas ranges, refrigerators, messing equipment, etc., through the use of which meals may be prepared.

(4) *Allowances for quarters and subsistence.* Enlisted men traveling on duty including detentions not exceeding 31 days at any one place, when not furnished sleeping car accommodations, stateroom accommodations, or other quarters or rations in kind, will be granted a daily allowance of $5, provided:

(*a*) That when quarters in kind are furnished, they will be entitled only to an allowance for subsistence at the rate of $1 per meal, and

(*b*) When subsistence is furnished they will be entitled only to an allowance for quarters at the rate of $2 per day.

(5) *Period of absence.* Enlisted men absent under orders from their stations upon duty which involves travel and also temporary detentions during the journey will be deemed to be traveling under orders during the entire period of such absence including the day of departure therefrom and return thereto.

(6) *Detention in excess of 31 days.* For periods of detention in excess of 31 days at any one place, the allowances prescribed in section I of Executive Order 9386 (AR 35–4520) will govern after the thirty-first day.

(7) *Payment of allowances in advance.* Payments of allowances for quarters and subsistence may be made to enlisted men not more than 1 month in advance, except that as to men proceeding to or from a station beyond the continental limits of the United States or in Alaska, such payments may be made not more than 3 months in advance.

(8) *Meal tickets.* When enlisted men, including aviation cadets, travel under orders, and rations in kind are not furnished, their orders may state that they will be furnished meal tickets for such meals as may be authorized for the journey, at a rate not to exceed $1 per meal per person when served in dining cars on railroad trains, and dining rooms on

steamship lines, and not to exceed $0.75 per meal per person when served elsewhere, provided that meal tickets will not be furnished for travel on steamship lines when passage rate includes meals.

(9) *Air travel.* Enlisted persons not furnished subsistence and/or quarters when traveling by air (including aerial surveys) are allowed a per diem allowance in lieu of subsistence and quarters not to exceed $7 per day. In all other cases only the travel allowance for quarters and rations as prescribed in AR 35–4520 are payable and should be prescribed in travel orders.

c. Civilian personnel. (1) *Per diem allowance.* Unless otherwise expressly provided in an employee's commission, or appointment, or by law, the official authorized to issue travel orders may authorize in the order a per diem allowance,

(*a*) Not to exceed $6 in lieu of subsistence expenses while traveling on official business while within the limits of the continental United States, and

(*b*) Not to exceed $7 in lieu of subsistence expenses while traveling on official business beyond the limits of the continental United States.

(2) *Standardized Government Travel Regulations.* The regulations contained in the pamphlet, "Standardized Government Travel Regulations," will

govern with respect to the travel allowance of civilians, officers, and employees, serving under the jurisdiction of the War Department.

(3) *Permanent change of station.* Appropriations for the fiscal year available for the expense of travel of civilian officers and employees of the War Department will be available also for expenses of travel performed by them on permanent change of station when authorized by the head of the department concerned in the orders directing such transfer: Provided, that such expense will not be allowed for any transfer effected for the convenience of any officer or employee.

(4) *Transportation, definition.* Transportation includes all necessary official travel on railroads, airlines, steamboats, street cars, taxicabs, and other means of conveyance. Transportation may include fares and such expenses incident to transportation as baggage transfer; official telephone, telegram, radio and cable messages in connection with items classed as transportation; steamer chairs and steamer rugs at customary rates actually charged; staterooms on steamers; pullman chair and sleeping car accommodations; the usual taxicab fares from station, wharf, or other terminal to place of abode or place of business, and from place of abode or place of business to station, wharf, or other terminal; commissions for conversion of currency in foreign countries; and exchange fees for cashing

Government checks issued in reimbursement of expenses incurred for travel in foreign countries. All fees and tips are payable from the per diem in lieu of subsistence.

(5) *Subsistence, definitions.* The per diem in lieu of subsistence expenses will be held to include all charges for meals; lodgings; personal use of room during daytime; baths; all fees and tips to waiters, porters, baggagemen, bell boys, hotel maids, dining-room stewards and others on vessels and hotel servants in foreign countries, in connection with subsistence and transportation; telegrams and telephone calls reserving hotel accommodations; laundry; cleaning and pressing of clothes; fans and fires in rooms; transportation between places of lodging or where meals are taken and places of duty. The term "lodgings" does not include berths, sections, compartments, or drawing rooms on sleeping cars or staterooms or berths on steamers, and the expenses thereof are not subsistence expenses.

(6) *Receipts required.* Receipts, when practicable to obtain them, will be required for—

Sleeping car, parlor car, and steamer fares, when paid for in cash.
Excess baggage.
Extra fare trains.

Foreign exchange fees.
Hire of special conveyances.
Steamer chairs and steamer rugs.
Storage of bag or property when the amount involved is in excess of $1.
Telegrams, cablegrams and radiograms.
Telephone messages, where the amount involved is in excess of $1.
Miscellaneous emergency expenditures, where the amount involved is in excess of $1.

Passports, visas, photographs for either, affidavits, certificates of birth, health or identity, and charges for inoculation where for any such item the amount is in excess of $1.

(7) *Receipts not required.* Receipts will not be required for—
Baggage transfer or checking.
Fares, street car, bus, transfer coach, taxicab locally, ferry, etc.
Railroad or other transportation fares, or tickets secured with Government transportation requests.
Telephone service where the cost is not in excess of $1.

(8) *Accommodations on trains and steamers.* An employee will be allowed the following accommodations on trains anhd steamers:

(*a*) *Sleeping car accommodations.* One standard lower berth when night travel is involved.

(*b*) *Parlor car accommodations.* One seat in a sleeping or parlor car when the continuous railroad journey is more than 2 hours in duration.

(*c*) *Steamer accommodations.* One lowest rate first class steamer accommodation when same is not included in the cost of the passage ticket.

(9) *Transportation requests.* Government transportation requests should be used, when practicable, to obtain all official transportation when the amount involved is $1 or more, but should not be issued to companies other than transportation lines commonly recognized as such.

REFERENCE: Standardized Government Travel Regulations as amended 30 January 1942 and amended by Circular Number 87, revised, 6 July 1944; AR 35–4060, AR 35–4520, AR 35–4820; and TM 14–502, TM 14–503.

30. PAY

a. Commissioned personnel. (1) Personnel will be paid in full to include the last regular pay day prior to departure for a port of embarkation.

(2) An officer on foreign duty will be paid by the Finance Officer on duty at the station to which he is assigned. In the event an officer is

away from his foreign duty station a pay voucher can be filed with any Finance officer. Military attaches of American Consulates are authorized to accept pay vouchers under certain circumstances. Payment will be made in the currency of the country in which the officer is being paid.

(3) In presenting a pay and allowance voucher to a finance officer at a new station there should also be presented a pay data card, two copies of the change of station orders, certified copies of termination or non-assignment of quarters, and two certified copies of statement of service. In the event an officer is unable to furnish the supporting papers mentioned above, or any additional ones that may be required, he may make a certificate attesting to the existence of the stated facts, without other supporting evidence, covering—

(*a*) Assignment, termination, occupancy, or adequacy of quarters.
(*b*) Flights made in connection with aviation pay increase.
(*c*) Assignment or attachment to parachute duty.
(*d*) Statements of service.
(*e*) Fact of dependency of a mother or father.
(*f*) Fact of dependency of stepchildren and adopted children.

b. *Enlisted personnel*. (1) See *a* (1) above.

(2) An enlisted man on foreign duty will be paid as a part of the unit to which assigned. Pay rolls of enlisted personnel will be prepared and certified by the unit personnel officer.

c. Civilian personnel. (1) See *a* (1) above.

(2) Civilian employees of the War Department on foreign duty will be paid on a civilian pay roll by the civilian personnel officer of the agency to which assigned.

31. TRANSPORTATION OF DEPENDENTS

a. Commissioned personnel. (1) *Transportation in kind.* When any officer, warrant officer, or enlisted man of the first three grades having dependents is ordered to make a permanent change of station, transportation in kind can be furnished. Transportation requests can be obtained from any transportation officer by presenting copies of orders and signing the necessary forms. In view of the fact that military personnel are subject to transfer on short notice, often to places where it is difficult, even impossible, to communicate with them, such personnel are urged to complete and sign part "B" WD AGO Form 55–101 (old WD TC (QMC) Form 207) (Transportation Certificate for Passenger Travel) and certificates required by AR 55–120, in advance of departure from present duty station

when ordered away from the continental United States or to Alaska, in order that a transportation officer may have the required papers before him when called upon to issue transportation requests for authorized dependents.

(2) *Monetary allowances in lieu of transportation.* In lieu of transportation in kind, payment can be made of money in amount equal to commercial transportation costs for the whole or such part of the travel for which transportation in kind is not furnished when such travel has been completed. Such claims will be submitted directly to the Finance Officer, U. S. Army, Washington, D. C. In instances where military personnel are detailed to or are on duty at places where they may not be contacted, reimbursement may be made to a near relative for dependent travel if such relative has proper power of attorney. Claims for monetary allowances in lieu of transportation of dependents will be made on Standard Form 1012. Two true copies of orders must be submitted with the voucher together with the required certificates.

(3) *One move after 1 September 1942.* Effective 1 September 1942 and for the duration of the present war, movement of dependents will be restricted to one move at Government expense.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. See *a* above.

REFERENCE: AR 55–120 and TM 14–503.

32. SHIPMENT OF HOUSEHOLD GOODS

a. Commissioned personnel. Effective 1 September 1942, and for the duration of the present war, the movement of household goods is restricted to one move at Government expense. AR 55–160 fixes the maximum weight allowances. Individuals desiring to move their household goods should contact the nearest Quartermaster and present four copies of their change of station orders.

b. Enlisted personnel. Subparagraph *a* above applied to the first four grades only.

c. Civilian personnel. See *a* above.

REFERENCE: AR 55–160, and War Department Circular 245, 1944.

33. ALLOTMENTS

a. Commissioned personnel. Officers leaving for foreign duty are urged to allot that portion of their pay which will not actually be needed in the field. Unless an allotment has been made, circumstances may arise which would deprive an officer's dependents of an income for a consider-

able period of time. Army regulations now provide that officers may allot their base and longevity pay, monthly subsistence allowances based on a 30-day month, rental allowance and foreign duty pay, but may not include aviation pay or additional pay for parachute and diving duty in the amount allotted. Allotments may be made to dependent relatives, banking institutions, for own credit or credit of dependent relatives, to commercial insurance companies to pay insurance premiums, for the payment of insurance premiums on United States Government Life Insurance and National Service Life Insurance, and for the purchase of war bonds.

b. Enlisted personnel. The Servicemen's Dependents Allowance Act of 1942 authorizes the payment of initial and monthly family allowances to certain dependents of all enlisted personnel and aviation cadets. The dependents covered by the above-mentioned act include wife, children parents, brothers, and sisters. Each enlisted man before leaving his home station should acquaint himself with the provisions of the Servicemen's Dependents Allowance Act of 1942, as amended. In addition to his rights under the aforementioned act, an enlisted man can make allotments to cover additional payments to his dependents, for the payment of insurance premiums and for the purchase of war

bonds. Enlisted personnel may allot so much of their base, longevity, and foreign service pay, and monthly allowances for dependents as will leave, after all deductions have been made, a balance of 10 dollars or such greater sum as may be determined by the commanding officer to be sufficient for personal needs. Flying pay or additional pay for parachute or diving duty will not be included in the amount from which allotments may be made.

c. Civilian personnel. Civilian employees of the War Department who have National Service Life Insurance or U. S. Government Life Insurance may make Class D and N Allotments to pay for such insurance during such times as they may be assigned for duty outside the continental United States or in Alaska. Civilian employees of the War Department may make Class E Allotments during such time as they may be assigned to duty outside the continental United States or in Alaska. They may make Class B Allotments when stationed where the Class A pay reservation plan for the purchase of War Savings Bonds is not in effect.

REFERENCE: AR 35–5520, TM 14–501, and TM 14–502.

34. NATIONAL SERVICE LIFE INSURANCE

a. Commissioned personnel. National Service Life Insurance provides a low premium rate insurance available to military personnel entering upon active service after October 8, 1940, without medical examination, provided written application is made therefor while the applicant is in the active service and within 120 days after entrance into such service. Medical examination is necessary in cases where more than 120 days have elapsed since entry into active service. This insurance is payable only in the event of the death of the insured while the insurance is in force. It is issued originally on the 5-year level premium term plan, with the privilege of conversion to or exchange for policies of National Service Life Insurance on the ordinary life, 20-payment life, or 30-payment life plan, at any time after the 5-year level premium term policy has been in force for 1 year and within the 5-year term period. National Service Life Insurance will be granted to any one person in any multiple of $500, but not less than $1,000 or more than $10,000, provided that no person may carry at any one time a combined amount of National Service Life Insurance and United States Government Life Insurance in excess of $10,000. Death benefits are paid, in equal monthly installments, to the beneficiary upon due proof of the death of the insured. If the

beneficiary to whom payment is to be made is under 30 years of age at the date of the death of the insured, payment will be made in 240 monthly installments; if over 30 years of age in 120 monthly installments.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. Subparagraph *a* above does not apply.

35. WAR SAVINGS BONDS

a. Commissioned personnel. Individuals leaving for foreign duty are urged to give consideration to War Savings Bonds by the allotment method. Such an allotment may be authorized by officers, officers and enrolled members of the Women's Army Corps, female physicians and surgeons, Army nurses, technical and professional female personnel of the Medical Department, dietitians, physical therapy aides, warrant officers, and enlisted men wherever stationed. Such allotments will be accomplished in such amounts that the monthly deductions will purchase one of the bonds of the various denominations.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. Civilians stationed outside of the continental United States or in Alaska may purchase War Savings Bonds by means

of a Class B Allotment when stationed where the Class A pay reservation plan is not in effect.

36. PERSONAL AFFAIRS

a. Commissioned personnel. Individuals ordered to oversea duty should procure a copy of War Department Pamphlet 21–5, Personal Affairs of Military Personnel and Aid for Their Dependents.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. See *a* above.

37. WILLS

a. Commissioned personnel. Every person ordered to foreign duty should give consideration to the making of a will, if he has not already done so. Whether a will is necessary or desirable, and the form it should take depend upon the desires and circumstances of the individual, and the laws of the place of execution and of the probable place of probate. State laws govern the execution and probate of wills and the requirements in these respects vary considerably among the several states. The personal affairs officer at each camp, post, and station is prepared to render assistance to any individual requesting such assistance.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. See *a* above.

38. POWER OF ATTORNEY

a. Commissioned personnel. Numerous instances may arise while a person is absent from the United States in which it will be necessary for someone to act for him. Under such circumstances his personal affairs can generally be conducted to best advantage by an agent or attorney acting for him in this name and behalf. The authority so to act may be granted conveniently through a power of attorney to a member of his family, or to any person of legal age and capacity, but should be granted only to one in whom he has complete trust and confidence. The personal affairs officer at each camp, post, and station is prepared to render assistance to any individual requesting such assistance.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. See *a* above.

39. EMERGENCY ADDRESSEE CARD

a. Commissioned personnel. WD, AGO Form 43 (Emergency Addressee and Personal Property Card) will be prepared on receipt of orders for

oversea service. If transfer to oversea service is to be made by water through a port of embarkation, Form 43 will be forwarded by registered mail to the port of embarkation so as to insure arrival thereat prior to the time of departure. If transfer by water is not through a port of embarkation, Form 43 will be forwarded by registered mail direct to The Adjutant General, Washington 25, D. C., Attention: Casualty Branch. If transfer to oversea service is to be made by air from an Army field, Form 43 will be turned over to the commander of the air field from which final departure for overseas is made, who, in turn, will forward same to The Adjutant General. If transfer by air is made from a civilian air field, Form 43 will be forwarded by registered mail direct to The Adjutant General, Washington 25, D. C., Attention: Casualty Branch. When forwarding Form 43, a list of transmittal will accompany same, showing the APO number, if known.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. See *a* above.

REFERENCE: Section II, War Department Circular 447, 1944.

40. PERSONNEL REPORTING TO OR DEPARTING FROM WASHINGTON D. C.

a. Commissioned personnel. (1) *Travel Bureaus, Transportation Corps.* The Chief of Transportation has set up in Washington, D. C., travel bureaus to assist military personnel and civilian employees of the War Department reporting for duty in Washington or departing therefrom for new stations in this country and overseas. One of these travel bureaus is located in The Pentagon and another in the Munitions Building. These travel bureaus are prepared to—

Issue Government transportation requests.

Issue meal tickets.

Cancel unused transportation.

Furnish information as to procedure for obtaining transportation for dependents, baggage, household effects, etc.

Procure pullman and airplane reservations.

Prepare itineraries.

Procure passports and visas.

Furnish information on equipment and clothing required for oversea duty.

Prepare finance vouchers of all kinds.

Accept applications for allotments, insurance, and War Savings Bonds.

Issue and sell railroad, pullman, air, and bus tickets.

Prepare and issue AGO identification cards and identification tags.

Take photographs for passport and identification card purposes.

Assist in obtaining hotel reservations in any city in continental United States.

Issue travel orders for temporary duty.

(2) *Temporary quarters in Washington, D. C.* Military personnel ordered to duty in Washington, D. C., are offered assistance in obtaining temporary hotel accommodations and other living quarters by the Billeting Section, Army Headquarters Commandant, Military District of Washington, The Pentagon. Advance reservations cannot be made for accommodations other than hotel rooms and these can be obtained only for a very limited stay. If temporary hotel accommodations are desired the Billeting Section should be notified as far in advance as possible, stating time of arrival and type of accommodations desired. Reservations usually are not held later than 1900 o'clock. For assistance in locating rooms in private homes, application should be made to the Billeting Section after arrival in Washington, D. C.

(3) *Permanent quarters in Washington, D. C.* Upon applying to the

Billeting Section after arrival in Washington, D. C., military personnel will be given assistance in locating houses, apartments, or rooms in private homes. It is recommended that desirable living quarters be obtained before arranging for the transfer of families.

b. Enlisted personnel. See *a* above.

c. Civilian personnel. See *a* above.

WAR DEPARTMENT

WASHINGTON 25, D. C., 28 May 1945

War Department Pamphlet 21–29, Traveling, What You Should Know Before You Go, is published for the information and guidance of all concerned.

[AG 461 (14 Apr 45)]

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL
Chief of Staff

OFFICIAL:
J. A. ULIO
Major General
The Adjutant General

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